

TOWN OF NORTH HEMPSTEAD COMMUNITY DEVELOPMENT AGENCY

Minutes of

REGULAR MEETING

June 22, 2011

7:30 PM

Call to Order

The meeting was called to order by Mr. Bailey - Chairman, at 8:07 p.m.

Attendance

Members of the Agency (the “Members”) in attendance were:

Lamont R. Bailey
Rodney A. Caines
Jeffrey M. Greilsheimer

Members absent were:

Howard Weitzman
Christopher A. Gioia

Agency staff present consisted of:

Dermot F. Kelly, Acting Executive Director
Joseph Santamaria, Assistant Director/Project Manager
Patrice P. Allen, Administrative Assistant

Minutes of Meeting Held on May 4, 2011

Upon the motion of Mr. Greilsheimer, seconded by Mr. Caines, the minutes of the meeting held May 4, 2011 were accepted.

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Acting Executive Director's Report

The Acting Executive Director's Report consisted of the following:

Community Development Block Grant ("CDBG") Program

The CDBG 36th Program Year sub-recipient agreement with Nassau County (the "County") and the Town of North Hempstead (the "Town") is still being routed for signature. The agreement was forwarded to the Nassau Interim Finance Authority ("NIFA") for review and approved then rerouted back to Nassau County (the "County"). The Agency still awaits the signed agreement. The Nassau County Consortium will have a Public Hearing on June 24, 2011 to review the awards for the 37th Program Year. Mr. Santamaria and Mr. Kelly will attend. Concerns regarding the Agency's decrease in amended budget of 20% were addressed by Mr. Bailey. Mr. Kelly informed the Board that a cash flow analysis was performed by the Agency's accountant and should be sufficient to maintain operations until the end of the calendar year.

Operations:

Copies of the chart of accounts balance from OCD, monthly bank statements and the Agency's reconciliation were given to the Members for review.

According to The County Office of Community Development ("OCD"), the Agency's current chart of account balance as of 6/8/2011 is \$2,556,004, which includes the 36th Program Year of \$1,063,000.

Cash Balances:

- Citibank –Lump Sum Account - \$672,000
- State Bank of Long Island - Program Income Account - \$255,000

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New Cassel Urban Renewal Plan

Site A -. Bluestone has started the production of its Master Plan to assist with zoning for a traffic study and architectural design as they target and market the vacant retail space for prospective tenants.

Site B & C - The Community Preservation Corporation has started the closing procedures for the permanent financing for the condo conversion.

Site B -. The supermarket, Tony and Eddie LLC, has received the funding for the economic development loan to purchase the real estate for \$350,000.00. The closing procedure will be complete by Friday, June 24, 2011

Site D - This site is still in a work out with The Bank of New York Mellon (“BONY Mellon”). The Agency received the documentation from the developer regarding changes to the land disposition agreement, it was reviewed and a letter was sent by outside council on May 23, 2011 still awaiting a response from them.

Prospect Avenue Streetscape Redesign and Reconstruction – This Town project is complete.

Community Center – The project is scheduled to be completed in 2012.

Site E – The proposals have been reviewed, and the Agency requested supplement information from the proposers’. A recommendation will be presented to the Board for July 2011 meeting.

215 Brooklyn Avenue – The Agency closed on this property on June 20, 2011, for a purchase price of \$125,000.00.

335 Rose Place – An appraisal and a survey will take place as soon as the Agency’s meets with the Nassau County Planning Commission’s department to start the process of the RFP for the roadway. This part of the project is scheduled to be completed in September 2011.

Upon the motion of Mr. Bailey, duly seconded by the Board, the Acting Executive Director’s Report, to the extent of the Members’ knowledge of the events referred to, was accepted and approved unanimously.

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For Consideration

RESOLUTION NO. 20 (2011)

**A RESOLUTION APPOINTING AN ACTING ASSISTANT SECRETARY TO
THE BOARD OF THE AGENCY.**

WHEREAS, by Assistant Secretary is currently out on medical leave; and the members (the “Members”) of the Town of North Hempstead Community Development Agency (the “Agency”), appointed Patrice P. Allen as Acting Assistant Secretary of the Agency; and

WHEREAS, Ms. Patrice P. Allen an employee of the Agency, was present at the May 4, 2011 meeting of the Board of the Agency.

NOW, THEREFORE, BE IT

RESOLVED, that the Members hereby appoint Patrice P. Allen as Acting Assistant Secretary of the Agency and authorize Ms. Allen to certify the Resolutions approved at the May 4, 2011 meeting of the Board of the Agency.

Upon the motion of Mr. Bailey , duly seconded by Mr. Greilsheimer, the resolution was unanimously adopted.

RESOLUTION NO. 21 (2011)

**A RESOLUTION AUTHORIZING ADDITIONAL ACCOUNTING
CONSULTING SERVICES AND CONTRACT AMOUNT**

WHEREAS, the Town of North Hempstead Community Development Agency (the “Agency”) is party to a professional services contract with the Galamery Company, Inc (“Galamery”) dated June 6, 2009 under Resolution No. 29 (2009) for accounting system assessment and upgrade and assistance with preparation of reports in connection with Public Authority Law (the “Contract”) ; and

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WHEREAS, the Contract specifies if services are expected to exceed \$10,000 in costs (the "Contract Amount") prior approval of the members of the Agency (the "Members") is required; and

WHEREAS, the Agency received additional services in connection with a new payroll reporting and personal record keeping system, a bid opening and a new integrated Community Development Block Grant / New York State Authorities Budget Office 37th Year budget preparation (the "Additional Services"); and

WHEREAS, with exception to the bid opening, the Agency requires continue services under the Contract for completing the integration of the aforementioned systems into the Town of North Hempstead's New World accounting system; and

WHEREAS, Agency staff recommends Members ratify the Additional services and authorize an additional Contract Amount of \$10,000 (the "Staff Recommendation"), and

WHEREAS, the Members wish to authorize and adopt the Staff Recommendation.

NOW THEREFORE, BE IT

RESOLVED, that the Members hereby authorize and adopt the Staff Recommendation; and be it further

RESOLVED, that the Acting Executive Director of the Agency or any officer thereof is hereby authorized to execute such agreements and instruments and to take such other action as may be reasonably necessary to effectuate the foregoing.

Upon the motion of Mr. Bailey, duly seconded by Mr. Greilsheimer, the resolution was unanimously adopted.

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WHEREAS, the Contract specifies if services are expected to exceed \$10,000 in costs (the “Contract Amount”) prior approval of the members of the Agency (the “Members”) is required; and

WHEREAS, the Agency received additional services in connection with a new payroll reporting and personal record keeping system, a bid opening and a new intergraded Community Development Block Grant / New York State Authorities Budget Office 37th Year budget preparation (the “Additional Services”); and

WHEREAS, with exception to the bid opening, the Agency requires continue services under the Contract for completing the integration of the aforementioned systems into the Town of North Hempstead’s New World accounting system; and

WHEREAS, Agency staff recommends Members ratify the Additional services and authorize an additional Contract Amount of \$10,000 (the “Staff Recommendation”), and

WHEREAS, the Members wish to authorize and adopt the Staff Recommendation.

NOW THEREFORE, BE IT

RESOLVED, that the Members hereby authorize and adopt the Staff Recommendation; and be it further

RESOLVED, that the Acting Executive Director of the Agency or any officer thereof is hereby authorized to execute such agreements and instruments and to take such other action as may be reasonably necessary to effectuate the foregoing.

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Upon the motion of Mr. Bailey, duly seconded by the Board, the resolution was unanimously adopted.

RESOLUTION NO. 22 (2011)

A RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT FOR APPRAISAL SERVICES.

WHEREAS, the Town of North Hempstead Community Development Agency (the “Agency”) is in need of appraisal services for acquisition, planning and disposition analysis of properties located in New Cassel/Westbury, New York (the “Services”); and

WHEREAS, on June 1, 2011, the Agency issued a request for proposals for the Services (the “RFP”); and

WHEREAS, sealed letter proposals for the Services were received from the following firms on or before 3:00PM June 14’ 2011 for the following fee for basic services:

Name of Firm	Lump Sum Fee
Michael Haberman Associates	\$13,750
SVS Standard Valuation Services	\$19,000
Cushman & Wakefield Inc.	\$20,000

WHEREAS, Agency staff recommend that members of the Agency (the “Members”) determine that Michael Haberman Associates, Inc 125 Front Street Mineola, NY 11501(the “Consultant”) be found to be the lowest responsible bidder, and authorize execution of a professional services agreement with the Consultant for the Services in consideration of the payment of \$13,750 for performing the appraisals and any conferences prior to the submission of the reports, the “Staff Recommendation”); and

WHEREAS, the members of the Agency (the “Members”) wish to approve and adopt the Staff Recommendation.

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NOW, THEREFORE, BE IT

RESOLVED, that the Members hereby approve and adopt the Staff Recommendation; and be it further

RESOLVED, that the Acting Executive Director and any officers of the Agency are hereby authorized to take such action as may be necessary to effectuate the foregoing.

Upon the motion of Mr. Greilsheimer, duly seconded by Mr. Caines, the resolution was unanimously adopted.

RESOLUTION NO. 23 (2011)

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE 2010
AUDITED FINANCIAL STATEMENTS AS RECOMMENDED BY THE
AUDIT COMMITTEE**

WHEREAS, the independent certified public accounting firm Toski, Schaefer & Company has completed its review of the financial statements of the Town of North Hempstead Community Development Agency (the "Agency") for the fiscal year ended December 31, 2010 ; and

WHEREAS, the Audit Committee of the Agency has reviewed the draft financial statements and has met with the external auditors and if there are no substantive changes to the draft recommend that the Audit Report be received and filed ; and

WHEREAS, the Members wish to adopt the Audit Committee Recommendation.

NOW THEREFORE, BE IT

RESOLVED, that the Members, if there are no substantive changes to the draft hereby and adopt the Audit Committee Recommendation; and be it further

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RESOLVED, that the Acting Executive Director of the Agency or any officer thereof is hereby directed to post the 2010 Audited Financial Statements where legally required and to take any action as may be reasonably necessary to effectuate the foregoing.

Upon the motion of Mr. Greilsheimer, duly seconded by Mr. Bailey, the resolution was unanimously adopted.

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New Business

Mr. Bailey reported that Neville G. Mullings has decided to retire as the Executive Director and he will contact the Town's Attorney office in regards to fulfilling the position

Adjournment

Upon the motion of Mr. Greilsheimer seconded by Mr. Caines, the Members of the Agency, by unanimous vote, adjourned the meeting at 8:46 p.m.